



# Check It Off!

## New Employee Benefits Checklist

Use this checklist, along with the Employee Benefit Summary booklet, to help keep track of the selections you wish to make for your State of Michigan benefits. You will need this information when you contact the MI HR Service Center to enroll (Secretary of State, Attorney General, Legislative, and Judicial employees should contact their agency HR Office to enroll in their benefit selections). If you are covering your spouse and/or children, be prepared to provide their Social Security number and birth date when you call.

For additional plan descriptions, rates, and eligibility information visit the Department of Civil Service Website at <http://www.michigan.gov/mdcs>. Click the Employee Benefits link from the left menu, then New Employee. The MI HR Service Center at 1-877-766-6447 can also provide additional eligibility and rate information.

**NOTE: You must enroll in your benefit plans within 31 days of your hire date or during the annual open enrollment period unless otherwise noted.**

### Medical Care

Select one health care plan and corresponding coverage option below.

- \_\_\_\_\_ **State Health Plan PPO/Blue Cross Blue Shield** ☐ Emp only ☐ Emp and Spouse ☐ Emp and Child(ren) ☐ Full Family
- \_\_\_\_\_ **Health Maintenance Organization/ HMO** ☐ Emp only ☐ Emp and Spouse ☐ Emp and Child(ren) ☐ Full Family
- Please select an HMO plan (HMO eligibility is subject to your home zip code and bargaining unit)*

☐ Blue Care Network

☐ Care Choices Health

☐ Grand Valley Health

☐ Health Plus of Michigan

☐ Physicians Health Plan

☐ Health Alliance Plan

☐ MCare

☐ Priority Health Plan

☐ Total Health Care
- \_\_\_\_\_ **Catastrophic Health Plan** (\$50 rebate bi-weekly) ☐ Emp only ☐ Emp and Spouse ☐ Emp and Child(ren) ☐ Full Family
- \_\_\_\_\_ **Decline All Health Insurance** (\$50 rebate bi-weekly)
- Please note: If you are covered by your spouse who is a current State employee or retiree, you will not receive the bi-weekly rebate.*

### Vision Care

Select one vision care plan and corresponding coverage option below.

- \_\_\_\_\_ **State Vision Plan** ☐ Emp only ☐ Emp and Spouse ☐ Emp and Child(ren) ☐ Full Family
- \_\_\_\_\_ **Decline enrollment in Vision Plan**

### Dental Care

Select one dental care plan and corresponding coverage option below.

- \_\_\_\_\_ **State Dental Plan/Delta Dental** ☐ Emp only ☐ Emp and Spouse ☐ Emp and Child(ren) ☐ Full Family
- \_\_\_\_\_ **Dental Maintenance Organization/DMO** (DMO eligibility is subject to your home zip code and bargaining unit) ☐ Emp only ☐ Emp and Spouse ☐ Emp and Child(ren) ☐ Full Family
- \_\_\_\_\_ **Preventive Dental Plan** (\$100 lump sum rebate) ☐ Emp only ☐ Emp and Spouse ☐ Emp and Child(ren) ☐ Full Family
- \_\_\_\_\_ **Decline All Dental Insurance** (\$100 lump sum rebate)
- Please note: If you are covered by your spouse who is a current State employee or retiree, you will not receive the rebate.*

### Employee Life Insurance

Select one employee life insurance plan below.

- \_\_\_\_\_ **Employee Life Insurance/2x life insurance**
- \_\_\_\_\_ **Reduced Life/Bi-weekly cash payment**

## Dependent Life Insurance

Select one dependent life insurance plan below.

- ☐ Spouse \$1,500 and/or child(ren) \$1,000
- ☐ Spouse \$5,000 and/or child(ren) \$2,500
- ☐ Spouse \$10,000 and/or child(ren) \$5,000
- ☐ Spouse \$25,000 and/or child(ren) \$10,000
- ☐ Child(ren) only \$10,000
- ☐ Decline Dependent Life Coverage

**Note:** If you are married to another State of Michigan employee, only one of you may cover your child(ren) under this plan. In addition, you cannot cover your spouse who is a State of Michigan employee or State retiree as they are covered by an individual life insurance policy.

## Long Term Disability (LTD)

Select one long term disability option below.

- ☐ Long Term Disability (LTD)
- ☐ Decline Long Term Disability coverage

## Long Term Care

Long Term Care enrollment is completed by MetLife – to enroll, visit their website at <http://stateofmichigan.metlife.com> or phone 1-800-GETMET8

- ☐ Long Term Care/MET LIFE

## 401K Defined Contribution Plan

401(k) Defined Contribution enrollment is completed by CitiStreet. New employees hired after 03/31/1997 will be enrolled in the 401(k) Defined Contribution Plan. The State of Michigan will contribute an amount equal to 4% of your gross wages for your 401(K) retirement and match 3% of your bi-weekly contributions. You need to contact CitiStreet to start your bi-weekly contributions. CitiStreet will send an information packet to all new employees. Additional information is available at <http://stateofmi.csplans.com>. **Note:** You can make changes to your contribution amounts at any time.

- ☐ CitiStreet 1-800-748-6128

## 457 Plan

457 Plan enrollment is completed by CitiStreet. You need to contact CitiStreet to start your bi-weekly contributions. CitiStreet will send an information packet to all new employees. Additional information is available at <http://stateofmi.csplans.com>. **Note:** You can enroll in the 457 Plan at any time.

- ☐ CitiStreet 1-800-748-6128

## Accidental Death and Dismemberment (AD&D)

Check here if you want to enroll in accidental death and dismemberment coverage. **Note:** You can enroll in AD&D Coverage at any time. An enrollment form (available at <http://www.jcwalters.com>) must be submitted to MI HR Service Center to begin your enrollment.

- ☐ Accidental Death and Dismemberment (AD&D) Coverage

## Medical Flexible Spending Account

Check here if you want to enroll in a medical flexible spending account. **Note:** Please review all medical flexible spending account information carefully and estimate expenses as accurately as possible as changes are only allowed yearly during the annual Flexible Spending Open Enrollment, or only under limited circumstances as provided by established IRS guidelines.

\_\_\_\_ Medical Flexible Spending Account

→ \$ \_\_\_\_ (bi-weekly amt.) x \_\_\_\_ remaining pay periods this calendar year = \$ \_\_\_\_ Yearly Total

## Dependent Care Flexible Spending Account

Check here if you want to enroll in a dependent care flexible spending account. **Note:** Please review all dependent care flexible spending account information carefully and estimate expenses as accurately as possible as changes are only allowed during the annual Flexible Spending Open Enrollment, or only under limited circumstances as provided by established IRS guidelines.

\_\_\_\_ Dependent Care Flexible Spending Account

→ \$ \_\_\_\_ (bi-weekly amt.) x \_\_\_\_ remaining pay periods this calendar year = \$ \_\_\_\_ Yearly Total

## Qualified Parking Spending Account

Check here if you want to enroll in a qualified parking spending account. **Note:** You can enroll in a qualified parking spending account at any time. Changes to your deduction amounts can be made every 28 days as necessary.

\_\_\_\_ Qualified Parking Spending Account

→ \$ \_\_\_\_ (bi-weekly amt.) x \_\_\_\_ remaining pay periods this calendar year = \$ \_\_\_\_ Yearly Total

## Supporting Documentation

**Remember to send copies of your supporting documentation to the MI HR Service Center!**

When you add your child(ren) and/or spouse to your State of Michigan benefits you must submit the following legal documents within 31 days of your hire for your enrollment to be valid!

- ☐ Spouse - marriage certificate
- ☐ Minor children - birth certificate, adoption certificate or guardianship papers
- ☐ Dependent children ages 19 to 25 - birth certificate, school record of enrollment **and** CS-1771 form (available at <http://www.michigan.gov/mdcs> under the MDCS Forms link).

## MI HR Service Center

**Phone:** 1-877-766-6447

**Fax:** 517-241-5892

**TDD:** 517-241-8046

**Mail:** Department of Civil Service

MI HR Service Center

PO Box 30002

Lansing, MI 48909

*Secretary of State, Attorney General, Legislative, and Judicial employees should contact their agency HR Office to enroll in their benefit selections.*

*This checklist is a summary of benefit offerings and is not intended to replace or substitute for benefit plan booklets, collective bargaining agreements, or Civil Service Rules and Regulations.*